**Email Address** 

# Certification of Financial Report For Governmental Entities with Revenues or Expenditures Less than \$100,000

Phone Number

Name Eden Park Service District

Fiscal Year Ended 12/31/11

Form: **DF-FS-1-2010** 

Part I	Certification
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entity and fiscal year.	ancial operations of the above hamed
Steve Waldrip	1/8/2012
Board Chairperson	Date
801-745-8399	waldrips@digis.net
Phone Number	Email Address
chad Booth	1/8/2012
Budget Officer	Date
801-745-5120	cgbooth23@hotmail.com

One original copy of this financial report must be kept by the entity at its offices and available for public inspection. A copy must be submitted to the Office of the Utah State Auditor no later than six (6) months after the end of the fiscal year. Forms may be submitted electronically to <a href="maileo.sao@utah.gov">sao@utah.gov</a> or mailed to:

Utah State Auditor's Office Utah State Capitol Complex E310 PO Box 142310 Salt Lake City, Utah 84114

res der Ger	For Governmental Entities with Revenues or Expenditures   Fiscal Year Ended   1231/2011	Financial Report	Report	News -		
Presented   Pres	Revenues or Expenditures         Fiscal Year Ended         1231/2011           artil Balance Sheet         Coher Governmental Fund         Fiscal Year Ended         1231/2011           Assets         Coher Governmental Fund         Coher Governmental Characteristics         Capital Projects, Capital Assets         Capital Projects, Capital Projects, Capital Projects, Capital Projects, Capital Assets         Capital Projects, Capital Projects, Capital Projects, Capital Projects, Capital Assets         Capital Projects, Capital Projects, Capital Assets	For Governmental I	Entities with		Ustrict	
Balance Sheet   Capital Projects   Capital Assets and	Assets   Capital Projects,   Capital Assets and	Revenues or Exp Less than \$1	penditures 100,000	Fiscal Year Ended	12/31/2011	
Balance Sheet   Cother Governmental	Balance Sheet   Other Governmental Revenue, & Permanent)   Congress and Canada (Capital Projects, Potts Capital Projects, Profess (Capital Projects)   Cash and Cas					
Assets   Capital Assets   Capital Assets and   Capital Assets   Capital	Assets   Cash and Cash aduly a company and company a	Part II Balance Sheet				
Assets         (a)         (b)         (c)         (d)           Assets         Cash and cash equivalents         55.366         (d)         (d)           Cash and cash equivalents         55.366         (d)         (d)         (d)           Cash and cash equivalents         (d)         (d) <t< td=""><td>  Assets   (a) (b) (c) (d)    </td><td></td><td>General Fund</td><td>Other Governmental Funds (Capital Projects, Debt Service, Special Revenue, &amp; Permanent)</td><td>Capital Assets and Long Term Debt</td><td>Enterprise Fund</td></t<>	Assets   (a) (b) (c) (d)		General Fund	Other Governmental Funds (Capital Projects, Debt Service, Special Revenue, & Permanent)	Capital Assets and Long Term Debt	Enterprise Fund
Assets         55.368           Cash and cash equivalents         56.368           Investments         Receivables           Receivables         Capital Assets           Land         Buildings           Improvements other than buildings         Equipment           Less Accumulated Depreciation         0           Unther (Specity):         55.368           Labilities         0           Liabilities         C           Accounts Payable         C           Interest Payable         C           Interest Payable         C           Interest Payable         C           Monspendable         C           Normspendable         C           Normspendable         C           Normspendable         C           Normspendable         C           Normspendable         C           Normspendable         C           Interest Payable         C           Ommitted         Assigned           Committed         Assigned           Labelities & Fund Balance / Net Assets         55.368           Total Liabilities & Fund Balance / Net Assets         C	Assets         55.368           Cash and cash equivalents         55.368           Investments         Receivables           Receivables         1 Land           Lundings         Improvements other than buildings           Improvements other than buildings         6 Equipment           Lead Buildings         6 Equipment           Lead Expectation         6 Common Process           O Oral Assets         6 Common Process           Intabilities         6 Common Process           Intabilities         6 Common Process           Intabilities         6 Common Process           Intabilities         6 Common Process           Intractical Common Process         6 Common Process	(a)	(b)	(c)	(d)	(e)
Cash and cash equivalents   55,368	Cash and cash equivalents   S5,368	Assots				
Contributions	Investments		1			
Receivables   Receivables   Receivables   Receivables   Receivables   Capital Assets   Labilities   Less Accumulated Depreciation   Independent   Less Accumulated Depreciation   Sp. 368   Control Communities   Committed   Committed   Committed   Committed   Committed   Assigned   Committed   Committed   Assigned   Ending Fund Balance / Net Assets   S5.368   CONTINIE ON DATE : MATHE	Receivables   Receivables   Receivables   Receivables   Receivables   Receivables   Receivables   Receivables   Receivables   Land Balance / Net Assets   Se,368   O		805,00			
Capital Assets   Capital Assets   Capital Assets   Capital Assets   Capital Assets   Land Harbor Carrell	Capital Assets   Capital Cap					
Land Balance / Net Assets   Committed Assets   Committed Balance / Net Assets   Committed Balance	Land   Buildings   Buildings	T				
Equipment   Parallel may buildings   Improvements other than buildings   Improvements other than buildings   Improvements other than buildings   Improvements other (Specity):	Full Unities   Patients of the French Balance / Net Assets   Patients of the French Balance / Net Assets   Patients of the French Balance / Net Assets   Patients British Br					
During State Than buildings	Indianormalist of the fram buildings   Equipment	+				
Improvements other than buildings   Improvements other than buildings   Improvements other than buildings   Improvements other than buildings   Improvements other (Specify):   Intal Assets   Interest Payable   Interest P	Improvements orther than buildings   Equipment   Equipment   Equipment   Equipment   Equipment   Equipment   Equipment   East Accumulated Depreciation   I cast Assets   Essates   Essat	$\dashv$				
Less Accumulated Depreciation   Less Accumulated Depreciation     Less Accumulated Depreciation   Less Accumulated Depreciation     Liabilities   Liabilities & Fund Balance / Net Assets   Ending Fund Fund Fund Fund Fund Fund Fund Fund	Less Accumulated Depreciation   Less Accumulated Depreciation     Less Accumulated Depreciation   Less Accumulated Depreciation     I total Liabilities & Fund Balance / Net Assets   Ending	_				
Less Accumulated Depreciation     Dother (Specify):	Less Accumulated Depreciation         Less Accumulated Depreciation           1 rotal Labilities & Fund Balance / Net Assets         55,368         0           Liabilities & Fund Balance / Net Assets         0         0           Indus Signed Assigned Assigned Bending Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Committed Assigned Assigned Bending Fund Balance / Net Assets         55,368         0           Funding Fund Balance / Net Assets         55,368         0	Н				
Total Liabilities & Fund Balance / Net Assets   Ending Fund Balance / Net Assets   E	Total Liabilities & Fund Balance / Net Assets   E6,368   CONTINUE ON PAGE 3 WITH PART III     Interest Payable   Condities & Fund Balance / Net Assets   Ending Fund Balance / Net Assets   Continue on Page 3 with Part III					
Total Assets	Total Assets					
Total Assets	Liabilities         55,368         0           Liabilities & Fund Balance / Net Assets         55,368         0           Interest Payable         0         0					
Liabilities         Liabilities & Fund Balance / Net Assets         CONNITINIIE ON PACE           Liabilities & Fund Balance / Net Assets         CONNITINIIE ON PACE           Total Liabilities & Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         55,368	Liabilities         Liabilities & Fund Balance / Net Assets         Contributed	Total Assets	55,368		0	0
Accounts Payable         Accounts Payable           Interest Payable         (a)           Other (Specify):         (b)           Total Liabilities         (c)           Fund Balance / Net Assets         (c)           Fund Balance / Net Assets         (c)           Fund Balance / Net Assets         (c)           Foothtrike         (c)           Fund Balance / Net Assets         (c)           Foothtrike	Accounts Payable         Accounts Payable           Other (Specify):         0           Total Liabilities         0           Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         55,368           CONTINUE ON PAGE 3 WITH PART III	Liabilities				
Interest Payable   Other (Specify):	Interest Payable         Other (Specify):         Other (Specify):         Other (Specify):           Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Committed         4Ssigned         0           Assigned         55,368         0           Indiang Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         CONTINUE ON PAGE 3 WITH PART III					
Other (Specify):         0         q           Fund Balance / Net Assets         0         q           Fund Balance / Net Assets         0         q           Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         55,368         0	Other (Specify):         Other (Specify):           Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Restricted         0         0           Committed         4Ssigned         0           Assigned         55,368         0           Unassigned         55,368         0           Ending Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         55,368         0           CONTINUE ON PAGE 3 WITH PART III         CONTINUE ON PAGE 3 WITH PART III					
Fund Balance / Net Assets         0         q           Fund Balance / Net Assets         0         q           Nonspendable         Restricted         Committed         Committed           Assigned         Assigned         Committed         Committed           Assigned         Ending Fund Balance / Net Assets         55,368         Q           Total Liabilities & Fund Balance / Net Assets         55,368         Q	Total Liabilities         0         ¢           Fund Balance / Net Assets         0         ¢           Nonspendable         Restricted         6           Committed         55,368         6           Assigned         55,368         0           Unassigned         55,368         0           Ending Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         CONTINUE ON PAGE 3 WITH PART III					
Total Liabilities & Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Fund Liabilities & Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         CONTINUE ON PAGE 3 WITH PART III	Total Liabilities & Fund Balance / Net Assets         0         0           Fund Balance / Net Assets         0         0           Nonspendable         Committed         Committed           Assigned         55,368         0           Unassigned         55,368         0           Ending Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         55,368         0					
Fund Balance / Net Assets         Fund Balance / Net Assets         Contributed	Fund Balance / Net Assets         Fund Balance / Net Assets         Properties & Fund Balance / Net Assets         Contribute of Endities & Fund Balance / Net Assets         Contribute of Endities & Fund Balance / Net Assets         Contribute of Page 3 with Part III	Total Liabilities			0	0
Nonspendable         Monspendable           Kestricted         Committed           Committed         Assigned           Unassigned         55,368           Ending Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         CONTINIE ON PAGE 3 WITH PART III	Nonspendable         Monspendable         Committed         Committed         Committed         Committed         Committed         Committed         Continue on PAGE 3 WITH PART III	Fund Balance / Net Assets				
Restricted         Committed         <	Restricted         Committed         Assigned	T				
Committed         Committed           Assigned         55,368           Unassigned         55,368           Ending Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         55,368	Committed         Committed           Assigned         55,368           Unassigned         55,368           Ending Fund Balance / Net Assets         55,368           Total Liabilities & Fund Balance / Net Assets         55,368           CONTINUE ON PAGE 3 WITH PART III					
Assigned	Assigned         55,368         65,368         6           Ending Fund Balance / Net Assets         55,368         0           Total Liabilities & Fund Balance / Net Assets         CONTINUE ON PAGE 3 WITH PART III					
Unassigned         55,368         CONTINIE ON DAGE 3 WITH DART III	Unassigned         55,368         CONTINUE ON PAGE 3 WITH PART III					
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55,368 0 0 CONTINUE ON PAGE 3 WITH PART III	55,368 d CONTINUE ON PAGE 3 WITH PART III	Ending Fund Balance / Net Assets	55,368			0
CONTINI IE ONI DACE 3 MITH DADT III	CONTINUE ON PAGE 3 WITH PART III	Total Liabilities & Fund Balance / Net Asse			0	0
THE COLUMN TO LEGISLAND TO A COLUMN TO A C			AG NO BI INITNOC	SE 3 WITH PART III		

Name	e Eden Park Service District		Fiscal Year		2011-12-31	
Part	Part III Statement of Revenues, Expenditures / Exper	res / Expenses and	d Changes in Fun	nses and Changes in Fund Balance / Equity	į,	
		General Fund	Fund	Other Governmen Projects, Debt & Revenue, &	Other Governmental Funds (Capital Projects, Debt Service, Special Revenue, & Permanent)	Enterprise Fund
	(a)	Budget (b)	Actual (c)	Budget (d)	Actual (e)	(f)
	Revenues					
1.1	laxes: Property lax	32,000	26,887			
1.2	Other:					
1.3	Fee in Lieu of Taxes					
1.4	Charges for Services	2,000	2,381			
1.5	Interest Income		8			
1.6	Iransters from Other Funds					
1.7	Other (Specify):					
7. %						
1.9						
1.10						
	Total Revenues	34,000	59,276	0	0	0
	Expenditures / Expenses					
2.1	Salaries and Benefits					
2.2	Other Operating Expenses	27,660	32,841			
2.3	Capital Outlay					
2.4	Depreciation					
2.5	I ransters to Other Funds					
2.6	Other (Specify):					
2.8						
	Total Expenditures / Expenses	07 660	32 841	0		
		000,	10,70			
	Net Income / (Loss)	6,340	26,435	0	0	0
	Canada de Canada					
	Degilling Fully Balance / Net Assets		28,933			
	Ending Fund Balance / Net Assets	6,340	55,368	0	0	0

# **Financial Report Instructions**

# **Basic Form Instructions**

Detailed Instructions for Financial Report for Governmental Entities with Revenues or Expenditures less than \$100,000.

- 1. Both the "Balance Sheet" and the "Statement of Revenues, Expenses, and Changes in Fund Balance" must be filled out.
- 2. Fill in only the column(s) that apply to your organization (e.g. "General Fund" or "Enterprise Fund"). No amounts should be entered where there are no lines.

#### 3. BALANCE SHEET

- a. The amount on the "Total Assets" line minus the amount on the "Total Liabilities" line equals the "Ending Fund Balance" of your entity. If any part, or all, of your fund balance is restricted, committed or assigned, that part, or all, should be shown on the corresponding line.
- b. The amount on the "Total Assets" line must equal the amount on the "Total Liabilities & Fund Balance" line.
- c. The amount on the "Ending Fund Balance" line must equal the amount shown on the "Ending Fund Balance" line of the "statement of Revenues, Expenses, and Changes in Fund Balance."
- 4. STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE
  - a. Budget amounts must be filled in if a "Budget" column is shown for the fund.
  - b. The amount on the "Total Revenues" line less the amount on the "Total Expenses" line is the amount to be entered on the "Net Income / (Loss)" line.
  - c. The amount on the "Income / (Loss) line and the amount on the "Beginning Fund Balance" lines are added to arrive at the amount on the "Ending Fund Balance" line. The amount on the "Ending Fund Balance" line must equal the amount on the "Ending Fund Balance" line of the "Balance Sheet."
- 5. A copy of the financial report must be sent to our office within 6 months after your district's year end. Forms may be sent electronically to sao@utah.gov or mailed to:

Utah State Auditor's Office PO Box 142310 Salt Lake City, UT 84114-2310

IF YOU HAVE ANY QUESTIONS, PLEASE CALL: Ryan Roberts at (801) 671-5808 You may call toll free by calling 1 (800) 622-1243 Or e-mail at ryanroberts@utah.gov

The financial reporting forms for smaller governmental entities were designed to be as simple as possible but still provide the information necessary to accurately report the financial activity and condition of the entity. These instructions are provided to assist you in preparing the required financial reports.

The report forms may be used by an entity if neither revenues nor expenditures exceed \$100,000. This limit is applied to the total of all funds reported. Revenues, in this case, would include bond proceeds, etc.

The Entity must first determine the appropriate fund category to use. Most smaller entities will use a general fund and in some cases an enterprise fund. Generally, the majority of revenue received by the entity is property taxes, which should be reported in a general fund. However, in many instances an entity will have a utility (water, sewer, electricity, etc.) where the major revenue source is charges for services or user fees. The financial information for utilities should be reported in an enterprise fund.

Other fund types may be used as necessary. For example, the debt service fund is used to report the accumulation of funds for, and the payment of, general long-term debt principle and interest. Also, the capital projects fund is used to account for funds to be used for the purchase or construction of capital facilities. These funds should only be used for governmental fund activity. Debt service and construction costs for an enterprise fund (proprietary fund type) activity should be reported in the enterprise fund.

All capital assets (land, buildings, machinery and equipment) related to the general fund and other governmental funds should be reported in the Capital Assets and Long Term Debt column. All capital assets related to an enterprise fund such as a utility should be reported in the enterprise fund.

All long-term debt related to the general fund and other governmental funds should also be reported in the Capital Asset and Long Term Debt column. As with capital assets, long-term debt related to an enterprise fund should be reported in the enterprise fund.

The cemetery perpetual care permanent fund (other governmental funds) is used by cemeteries to account for the assets and activity of a perpetual trust fund. In this case, use the general fund for operations financed from property taxes and the cemetery perpetual care permanent fund for reporting the assets and other transactions related to the perpetual care fund.

Following are line by line instructions for completing the financial reports.

### **BALANCE SHEET**

(Note: All Utah towns have a general fund and transact most of the town's business within the general fund. If there is a need for other governmental fund types such as a special revenue, debt service, capital project or permanent fund, they can be combined and presented in the next column provided for these funds.

CASH AND CASH EQUIVALENTS: This line should include all ready cash amounts; including, petty cash, checking accounts, and savings accounts held on the reporting date. Use the book (check register) balance and not the bank statement balance. (The reporting date is usually December 31 or June 30.)

INVESTMENTS: This line includes all amounts invested in securities including certificates of deposit, repurchase agreements, amounts invested in the Public Treasurers' Pool, etc.

RECEIVABLES: These are amounts owed to the unit by other individuals or entities on the reporting date.

LAND: Record on this line the value of all land owned by the Entity which is used for governmental fund purposes. (All land used for business type activities should be reported in the enterprise fund column.) Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the Entity.

BUILDINGS: Record on this line the value of all buildings owned by the Entity which are being used for governmental fund purposes. (All buildings used for business-type activities should be reported in the enterprise fund column.) Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the Entity.

IMPROVEMENTS OTHER THAN BUILDINGS: Record the value of improvements made to facilities which are not classified as buildings or equipment used for or owned by governmental funds. (All improvements other than buildings used for business-type activities should be reported in the enterprise fund column.)

EQUIPMENT: Record on this line the value of all equipment owned by the Entity which is used for governmental fund purposes. (All machinery and equipment used for business-type activities should be reported in the enterprise fund column.) Use historical records to determine its value at purchase. If such records are not available, use the best estimate of its value when it was purchased or deeded to the Entity.

ACCUMULATED DEPRECIATION: This line is used to record the sum of all depreciation recorded for buildings, improvements other than buildings, and equipment of the enterprise fund.

OTHER: Any other asset categories such as "due from other funds."

TOTAL ASSETS: This is the total of lines 1.1 thru 1.11.

ACCOUNTS PAYABLE: These are amounts owed by the unit to other individuals or entities on the reporting date.

INTEREST PAYABLE: This line is for recording interest amounts owed by the general fund on debt other than long-term debt.

OTHER: Liabilities not recorded as an account or interest payable.

TOTAL LIABILITIES: This is the total of lines 2.1 thru 2.4.

NONSPENDABLE – Use this line to identify fund balance amounts that cannot be spent because they are either (a) not in spendable form (i.e. inventory & pre-paid amounts) or (b) legally or contractually required to be maintained intact.

RESTRICTED – Use this line to identify fund balance amounts where the constraints placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

COMMITTED – Use this line to identify fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority.

ASSIGNED – Use this line to identify fund balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.

UNASSIGNED – Use this line to identify residual fund balance amounts in the general fund.

ENDING FUND BALANCE / NET ASSETS: This is the total of lines 3.1 thru 3.5. This line must equal the "Ending Fund Balance/ Net Assets" line on the Statement of Revenues, Expenditures and Changes in Fund Balances for the same fund.

TOTAL LIABILITIES & FUND BALANCE: This is the sum of Total Liabilities and Total Fund Balance / Net Assets.

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

The same fund types should be used on the statement of revenues, expenditures, and changes in fund balances as on the balance sheet. Also, this statement requires both budget information and actual revenues and expenditures for most funds. The explanations given for each line apply for all funds and for budget amounts as well. Financial reports cannot be accepted without the budget information.

PROPERTY TAX: Report on this line all property taxes collected for the Entity by the county during the fiscal year. You may need to contact the county treasurer for assistance on determining the correct amount to put on this line.

OTHER TAXES: This line may be used for any other taxes received by the Entity.

FEE IN LIEU OF TAXES: This line should include fees in lieu of taxes received by the entity during the year. This line should include delinquent fees in lieu of taxes actually received.

CHARGES FOR SERVICES: This line item is used to report all revenues received from charges for services including water or sewer services, etc., or user fees.

INTEREST INCOME: This line should include all interest actually received or credited to the entity from its deposits or investments.

TRANSFERS FROM OTHER FUNDS: This line should include money that is transferred from another fund such as the General Fund, Capitol Projects Fund etc.

OTHER: Any other revenues not described above should be recorded on this line with a description of the source of the revenue.

TOTAL REVENUE: This is the total of lines 1.1 thru 1.10.

EXPENDITURES: Expenditures should be classified by function or department. If none of the specific categories seems to fit your type of Entity, break out the expenditures into salaries and benefits and other operating expenses.

SALARIES AND BENEFITS: This line should record any salaries or benefits paid to employees.

OTHER OPERATING EXPENSES: This line should record operating expenses such as materials purchased for maintenance and repairs, office supplies, etc.

CAPTIAL OUTLAY: This line should record the purchase or construction of a Capital Asset in a governmental fund (General Fund or Special Revenue Fund)

DEPRECIATION EXPENSE: This line should record the current year's depreciation expense for buildings, improvements other than buildings and equipment reported in the enterprise fund.

TRANSFERS TO OTHER FUNDS: This line should include money that is transferred to another fund such as the General Fund, Capitol Projects Fund etc.

OTHER: Any other expenses not described above should be recorded on this line with a description of the expense.

TOTAL EXPENDITURES/EXPENSES: This is the total of lines 2.1 thru 2.8.

INCOME OR (LOSS): This is total revenues minus total expenditures.

BEGINNING FUND BALANCE/NET ASSETS: This is the fund balance at the beginning of the fiscal year. It can be obtained from the previous year's balance sheet account "Ending Fund Balance". For very small entities that have only a checking and/or savings account and no other assets or liabilities, it will be the balance in the checking and/or savings account on the first day of the fiscal year.

ENDING FUND BALANCE/NET ASSETS: This line is the total of Net Income and Beginning Fund Balance / Net Assets. This line must equal the "Ending Fund Balance" line for the same fund on the balance sheet.